

**Delaware Homeland Security Terrorism Preparedness Working Group**  
**Delaware Emergency Management Agency**  
**Meeting Minutes**  
**January 10, 2011**

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
  - a. Meeting Notice & Agenda
  - b. Training and Exercise Subcommittee Meeting Minutes from November 3, 2010
  - c. Training and Exercise Subcommittee Meeting Minutes from December 1, 2010
  - d. Delaware Homeland Security Terrorism Preparedness Working Group Reallocation (DHSTPWG) Summary
  - e. DHSTPWG Meeting Minutes from October 18, 2010
  - f. Homeland Security Grant Program Planner Assignment Sheet
  - g. Sub-grant Award Acceptance Statement
  - h. DHSTPWG 2011 Meeting Calendar
  - i. Delaware Information Bulletin No. 25- December 30, 2010
2. October 18, 2010 minutes were reviewed and approved. (**Motion: Colonel Dallas Wingate; Second: Lt. Bruce VonGoerres– Passed Unanimously**)
3. **Old Business:**
  - a. **Communication Interoperability**
    - 1) Next Generation 800 MHz Enhancement (Dave Roberts) – No Report
    - 2) Interoperable Emergency Communications Grant Update– Courtney Emerson provided an update on planning activities: The SIEC membership is working on developing and implementing actions to close state and local emergency communications gaps. In addition, the group is implementing corrective actions identified in prior communications exercises and plans to hold a functional exercise this summer. (**OPEN**)
  - b. **Subcommittee Reports**
    - 1) Training and Exercise Subcommittee (Robert Newnam, Chairman) – The Subcommittee met on November 3, 2010 and on December 1, 2010; minutes of the meetings were distributed to the Working Group. The Subcommittee approved an allocation of \$2,765.00 for two members of Kent County to attend Region III Emergency Preparedness and Hazardous Material Response Conference, approved an allocation of \$6,927.74 to purchase material to support Fraudulent Document Training, and approved an allocation of \$6,730.00 for five people to attend the 2011 National Fusion Center Conference. For training requests exceeding \$5,000.00, a Training Request Form must be submitted to OMB for approval before the purchase order can be processed. An online training initiative to develop a site for first responders is being worked on. The next meeting will be held at 8:30 a.m. on February 3, 2011 at the Delaware State Fire School. (**OPEN**)

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- 2) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – Bryant Baker briefed that a meeting was held on January 6, 2011, which focused on three topics: legislation to support the system, classification of the system, and a change order to interface the ID system with RMAT. Legislation is being considered to facilitate the use of the systems as a statewide tool for emergency management. The classification of the system as either top secret or secret will drive the development and implementation of the project and the cost. To accomplish an interface of the ID System with RMAT, a motion was made to accept the vendor's change order as offered (\$8,600.00). (**Motion: Joe Wessels; Second: Allen Metheny— Passed Unanimously**) (**OPEN**)
  - c. Equipment Procurement Process (Jennifer Dittman) –FY06 and FY07 has been extended to June 30, 2011. This is the final extension for FY06. It may also be the final extension for FY07. FY10 has been approved by the Clearinghouse. However, the funding has not been released for use as of the date of the Working Group.
4. **New Business:**
- a. Funding Reallocation – The following reallocations were presented, and a motion to approve the reallocations was made: Under SHSP FY09, the Cyber Project Team requested reallocation of \$200,750.00 from BID 3297 (Local COOP Software Program Project) to BID 3228 (Local Logical Risk Assessment- Penetration Testing). In addition, the team requests reallocation of \$10,950.00 from BID 3357 (Local Security Clearance Testing) and \$4,050.00 from BID 3359 (State Security Clearance Testing) to BID 3228 (Local Logical Risk Assessment-Penetration Testing). Under SHSP FY09, New Castle County Emergency Medical Services (NCC EMS) requested reallocation of \$800.00 from budget line 3337 (Medical Supplies) to budget line 3306 (Communication Equipment) to purchase scanners. Under SHSP FY08, Kent EMS requested reallocation of \$4,500.00 from BID 3222 (Personal Protective Equipment) to establish a new BID to purchase batteries and two battery conditioners Under SHSP FY07, Delaware State Police (DSP) requested reallocation of \$5,880.24 from the LE Planner salary budget line to the Critical Infrastructure Protection Planner budget line. (**Motion: Robert Newnam; Second: Dave Mick— Passed Unanimously**) (**CLOSED**)
  - b. Letters of Appreciation – The Working Group motioned to have Chairman Turner send a letter to Tim Copper in appreciation for years of service to the DHSTPWG. (**Motion: Allen Metheny; Second: Dave Mick— Passed Unanimously**) (**CLOSED**)
  - c. Terrorism Preparedness Section Changes– Jennifer Dittman—A Homeland Security Grant Program Planning Assignment Sheet was provided to the Working Group. The Discipline assignments are:

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**Courtney: 302-659-2257 or Courtney.Emerson@state.de.us**

- Public Safety Communications
- Government Administrative
- Fire Service
- Hazmat
- Agriculture
- Cyber Security
- Training and Exercise (coordination POC only)

**Will: 302-659-2350 or Wilbert.Hayes@state.de.us**

- Law Enforcement
- Emergency Management
- Public Health
- Emergency Medical Services
- Health Care
- Public Works
- Citizen Corps (coordination POC only)

The assignments are subject to change as DEMA seeks to hire additional personnel. The Terrorism Preparedness section of DEMA's website is being revised. Contact the Terrorism Preparedness Section if you have any suggestions or comments. A new sub-grant award acceptance statement letter has been developed to consolidate sub-grant requirements. The special conditions within the letter have been expanded and a list of deliverables has been added. Forward suggestions and comments to the section by February 1, 2011. An update on the Federal Funding Accountability and Transparency Act was provided through Information Bulletin No. 25.

- d. **Homeland Security Strategy Update** – Kurt Reuther – The structure of the State Homeland Security Strategy has been drafted and work continues on the document. The Strategy will be circulated for review and will be provided to the DHSTPWG membership for comment when a draft is ready, which should be within the next week.
- e. **Audit Results**—Director Turner— DEMA participated in an annual audit for the Homeland Security Grants. No fraud, waste or abuse was found within the program. However, an agency's audit information was not on hand for grant related items. Director Turner reminded everyone to provide a copy of any audit reports received. Jen Dittman also advised that this portion of the subgrant award letter has also been highlighted in the deliverables section of the new document discussed previously.
- f. **FY 2011 Homeland Security Grant Program**— Director Turner – Congress has not appropriated funding for the Homeland Security Grant Program for FY2011. Normally, the Working Group would be in the process of developing investments and a funding plan around this time of year. When the grant is released, the group will be notified. A congressional committee will be questioning FEMA on why grant dollars have not been

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spent. Continue with efforts to close grant within the allotted time frame. Pending the release of the grant, there is no need for a February Working Group meeting. Reallocations can be accomplished by means of email vote if needed.

- g. **New Employees**— Director Turner – Paige Mikstas was introduced and welcomed as an intern at DEMA. James Cabbage was introduced and welcomed as NIMS/IMT Coordinator.
  - h. **Weather Update**— Director Turner – Director Turner provided an update regarding tomorrow's snow storm.
- 5. The meeting adjourned at 2:30 p.m.
  - 6. Meeting Minutes prepared by Will Hayes.
  - 7. **Next Meeting— the next meeting is scheduled for March 14, 2010, 1:30 p.m.—DEMA Training Room.**



JAMES E. TURNER, III  
Delaware Homeland Security Terrorism Preparedness Working Group Chair

Attachment: Attendance Roster

Note: All Meeting Handouts are available upon request.

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<b>MEETING ATTENDANCE ROSTER</b>	
<b>Name</b>	<b>Agency</b>
<b>Voting Members</b>	
Jamie Turner	Chairman
Colonel Dallas Wingate	DE National Guard
Allen Metheny	DE Volunteer Firefighter's Association
Monroe Hudson	Delaware State Police
Absent	Delaware Police Chiefs
Joe Wessels	Delaware League of Local Governments
Bruce VonGoerres	Council on Police Training
Robert Newnam	DE Fire School
Absent	NCC Emergency Management
Colin Faulkner	KC Emergency Management
Absent	Wilmington Emergency Management
Absent	SC Emergency Management
Absent	Public Works
Suzanne Raab-Long	DE Healthcare Association
Betty Decker	DHSS, Division of Public Health
Ellen Malenfant	DNREC
Absent	Public Safety Communications
Dave Mick	Emergency Medical Services
Sandra Ennis-Alexander	Department of Technology & Information
Absent	Department of Agriculture
Robert George	Citizen Corps
<b>Working Group Members &amp; Guests</b>	
Kurt Reuther	Department of Safety and Homeland Security
Bryant Baker	Department of Technology & Information
Mike Chionchio	Office of the State Fire Marshal
Lawrence Kibler	Civil Air Patrol
James Wright	Courts
James Fadtke	DNREC
<b>Delaware Emergency Management Agency Staff</b>	
Tony Lee	Principal Planner
Jennifer Dittman	Terrorism Preparedness Supervisor
Tom Nesbella	Planner
Will Hayes	Planner
Courtney Emerson	Planner
Paige Mikstas	Intern
James Cubbage	NIMS Coordinator
Tom Yeasted	Technical Assistance Coordinator